

FORT BLISS SPOUSES' ASSOCIATION CONSTITUTION

Last Update September 2021

ARTICLE I: Name and Purpose

Section 1. The name of the organization shall be the Fort Bliss Spouses' Association, hereafter referred to as the FBSA. This shall be a nonprofit association in conformity with the provisions of Department of Defense Instruction (DODI) 1000.15, Joint Ethics Regulation (JER) 5500.7-R, Private Organizations on Department of the Army Installations (AR 210-22), and the Fort Bliss Morale, Welfare, and Recreation Division (MWR) Private Organization Standard Operating Procedures.

Section 2. The purpose of the FBSA shall be to:

- 1) Develop and foster a spirit of community responsibility amongst its members,
- 2) Provide financial support for activities and programs within the Fort Bliss and Greater El Paso communities, and National Military Organizations that have charitable or educational impact,
- 3) Provide opportunities for social, cultural, and creative pursuits for its members, and
- 4) Assist other organizations in fulfilling their charitable goals.

ARTICLE II: General Provisions

Section 1. The FBSA is organized exclusively for charitable and educational purposes, including, but not limited to, the making of distributions in the form of donations to organizations that qualify as exempt under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code. In addition, the FBSA is organized and operated in compliance with the requirements and conditions of all applicable regulations and policies, specifically those listed in Article I, Section 1, and in compliance with Federal, State, and Local laws.

Section 2. No part of the earnings of the FBSA shall benefit, or be distributable to its members, officers, or other private persons, except that the FBSA shall pay reasonable compensation for services rendered, make payments and distributions, award scholarships and community giving grants to qualified recipients, and provide reimbursement of approved expenditures to its members in furtherance of the purposes set forth in Article I.

None of the FBSA activities will involve the use of propaganda or attempts to influence legislation. The FBSA shall not participate in or intervene in (including the publications and/or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. The FBSA shall not carry on any activities prohibited under Section 501(c)(3) and Section 170(c)(2) of the Internal Revenue Code, nor corresponding section of any future Federal Tax Code.

Section 3. The FBSA operates and exists on a military installation with the consent of the Commanding General, 1st Armored Division and Fort Bliss. This consent is contingent on compliance with the requirements and conditions of all applicable regulations and policies, as listed in Article I, Section 1, as well as compliance with applicable Federal, State, and Local laws.

Section 4. All members will fully understand that under Texas State Law (Vernon's Texas Civil Statutes Article 1396-70.01(7)(b)) they may be held personally liable should the assets of the FBSA be insufficient to discharge all liabilities. Neither the US Army nor any other government agency is financially liable for debts incurred by the FBSA. The FBSA will not represent itself as an instrument of the United States Government. Additionally, all members will acknowledge, in writing, that they understand the provision of this Article and Section.

Section 5. In compliance with DODI 1000.15, JER 5500.7-R, AR 210-22, and the MWR Standard Operating Procedures (SOP), every year the President of the FBSA will submit a request through MWR (Private Organizations) for continuance of the FBSA.

Section 6. The Constitution of the FBSA shall be reviewed at least every five years. The Bylaws of the FBSA shall be reviewed at least every two years.

Section 7. In accordance with AR 210-22, Private Organizations on Department of the Army Installations, the FBSA will not propagate the violent overthrow of the government, extremist activities, nor advocate violence against others.

The FBSA, its members, and activities, will not seek to deprive individuals of their civil rights.

ARTICLE III: Officers and Governing Body

Section 1. The elected officers of this organization shall be the President, First Vice-President, Second Vice-President, Secretary, Marketing Chair, and the Treasurer. The President shall appoint a Parliamentarian. The elected officers and Parliamentarian comprise hereafter referred to as the Executive Board.

Section 2. The Board of Directors shall be composed of the Executive Board, the Honorary President(s), the Advisor(s), and the Chairs of Standing Committees, hereafter referred to as the Board. Excluding the President, Honorary President(s), the Advisor(s), and the Parliamentarian, the elected officers and Chairs of Standing Committees are voting members of the Board with one vote each. The President shall vote only in case of a tie. In the case of co-chairs, only one vote shall be counted.

Section 3. The spouses of the Senior Mission Command Team of Fort Bliss shall be invited to serve as Honorary President(s) of the FBSA. The spouses of the Senior Mission Command team may appoint alternate senior spouses as the FBSA Honorary Presidents(s) to the Board. In the absence of the Senior Mission Command Team General's Spouse or CSM Spouse, the spouse of the next senior-ranking General Officer and/or the spouse of the next senior-ranking Command Sergeant Major will serve in

their absence(s). The Honorary Presidents(s) shall appoint the Advisor(s) to the FBSA. The Honorary President(s) and all advisors will be non-voting members of the Board of Directors.

Section 4. All members of the Executive Board, including advisor(s), will meet eligibility criteria for regular membership of the FBSA as defined in the Bylaws Article II, Section 3a. Committee Chairs must be regular members of the FBSA Board as defined in the Bylaws Article II, Section 3a. The member's dues must be paid no later than his or her first board meeting. Although the Honorary President(s) and Advisor(s) are not required to pay dues; however, they may choose to do so at their discretion.

Section 5. The power of administration, management, and operations of the FBSA shall be vested in the Board.

ARTICLE IV: Method of Financing, Insurance, and Taxes

Section 1. It is the responsibility of the Board to assure the FBSA is self-supporting and operates in a manner ensuring financial stability at all times.

- 1) Funds received by the FBSA shall be allocated to either Operating or Community Giving unless the donor has designated the funds for a particular purpose.
- 2) Membership dues are established annually by the board at the first board meeting.
- 3) The Treasurer will present the annual budget to the Executive Board, Board of Directors, and membership for approval at the last General Membership meeting of the fiscal year. The budget will encompass all FBSA elements and programs. If changes to the approved budget are deemed necessary during the summer months, the budget must be voted on at the first General Membership meeting of the year.
- 4) Income derived from property rentals, dues, and fundraising will be allocated to the operating account. **No more than** 50% of the proceeds from major fundraising will be allocated to the operating account. Excess operating funds will be transferred to the welfare account at the end of the budget year. If the need arises, the full Board may approve to transfer funds from the welfare account to the operating account. The transfer must not exceed 30% of the operating budget within one membership year. Proceeds from the Thrift Shop are allocated to the welfare account.
- 5) No member of the Board of Directors may spend more than \$50.00 for operating expenses over and above the approved budget without board approval. All expenditures exceeding \$500.00 that are not included in the approved budget require the approval of the General Membership.
- 6) Requests for grants from the FBSA will be received and considered monthly. These grants requests are evaluated by Community Grants Committee and submitted for Board of Director's approval:
 - a) All requests for donations exceeding \$1000, after Board approval, must be approved by the General Membership;
 - b) Any awarded monies not used by recipients must be returned to FBSA, or the recipient must submit an amendment to the original request for Board approval.

A full financial statement of the previous fiscal year will be disclosed to the membership annually at the first General Membership meeting of the year.

Section 2. Adequate insurance will be obtained as protection against public liability claims, property damage claims, or other legal actions that may arise from activities of the FBSA. Insurance coverage shall be reviewed by the Treasurer in conjunction with the Second Vice-President, the President, and the Advisor(s).

Section 3. Bonding is required for all persons named on the FBSA banking accounts.

Section 4. A review of the financial statements by an independent third party shall be conducted annually. A copy will be submitted to the Board by 1 October of the following fiscal year. The most current financial statement and a copy of the tax-identification number will be submitted to MWR (Private Organizations) with the request for continuance (Article II, Section 5) every two years. The FBSA will abide by all tax laws established by local, state, and federal authorities.

ARTICLE VI: Dissolution

Section 1. The FBSA may be dissolved by order of the Commanding General.

Section 2. The General Membership may, by a vote of two-thirds (2/3) majority of the total membership, recommend dissolution of the FBSA to the Commanding General.

Section 3. In the event of such recommendation, all funds in the bank accounts at that time will be used to meet any outstanding debts, liabilities, or obligations of the FBSA. Any remaining assets will be disbursed to charitable organizations as recognized under 26USC 501(c)(3).

Section 4. Upon such recommendation by the General Membership, the President, Community Grants Chair, Honorary President(s), FBSA Advisor(s), and Treasurer will be designated as trustees to liquidate all assets.

ARTICLE VI: Parliamentary Authority

If an issue arises that is not governed in this Constitution and Bylaws, the Parliamentarian will consult the most current issue of Robert's Rules of Order and Parliamentary Procedures. The Parliamentarian will make a recommendation to the President as to what is most appropriate for FBSA business in the spirit of the Constitution and Bylaws and the guidance of Robert's Rules of Order and Parliamentary Procedures.

ARTICLE VII: Constitutional Approval, Amendments, and Adoption

Section 1. All activities and functions of the FBSA must be in accordance with Federal, State, and Local law and subject to approval by the Commanding General.

Section 2. The Parliamentarian at the direction of the President will call a meeting of the Constitution and Bylaws Review Committee, at least every five years. A review of the

Bylaws will be conducted at least every two years. The Parliamentarian will present the proposed changes to the Constitution and/or Bylaws to the Board of Directors and, upon Board approval, to the General Membership.

Section 3. The amendment process may be used to add new information or alter previous amendments. Changes to the content of the body of the existing document may only be made during a review of the entire document.

The amendment(s) become effectively approval of two-thirds (2/3) of the Board of Directors at a regularly scheduled meeting or by special vote called by the President, and by a majority of members present at a General membership or special meeting.

In the course of the next Constitution review, the committee may choose to add the information contained in the amendment(s) to the body of the document. If the committee determines instead to leave the information in the content of an amendment, it remains alterable through the amendment process.

Section 4. The adoption of an amendment(s) to the FBSA Constitution becomes effective by approval of two-thirds (2/3) of the Board of Directors at a regularly scheduled meeting, or by a majority vote called by the President at a General Membership or special meeting. The Constitution and amendments will be reviewed by the Staff Judge Advocate (SJA) or their representative to ensure compliance with post regulations on behalf of the Garrison Commander/Commanding General.

Section 5. This Constitution shall then supersede all previous constitutions and amendments. Specific agreements and contracts entered into under the terms of previous constitutions will remain in force until such terms of agreements or contracts shall have reached their expiration dates.

Section 6. This Constitution was approved by the Board of Directors at a meeting held on Nov 20, 2021, and by the General Membership via evote on Jan 18, 2022. In witness thereof, the following affix their signatures.

X Dania Bandas

Dania Bandas, President

X Jemma Urquhart

Jemma Urquhart, Second Vice President

X Helena Ota

Helena Ota, Parliamentarian

X Colleen Rhoads

Colleen Rhoads, Secretary

FORT BLISS SPOUSES' ASSOCIATION BYLAWS

Last Updated September 2021

ARTICLE I: PURPOSE.

The purpose of these Bylaws is to establish Standard Operating Procedures (SOPs) for the Fort Bliss Spouses' Association (FBSA).

ARTICLE II: MEMBERSHIP.

Section 1. Membership Terms.

Membership is voluntary, and documentation of eligibility must be presented with the application. This organization fully supports the policy of equal opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, or gender. All members of the FBSA are required to read, sign, and adhere to the constitution and bylaws, available on the FBSA website or by direct request of the member.

Section 2. Membership Classifications.

The classifications of membership are as follows:

- 1) Regular membership shall include valid military ID cardholders of the Fort Bliss/El Paso community who are spouses of:
 - a) Active Duty Military Members,
 - b) Retired Military Members,
 - c) Reserve Component (active or retired),
 - d) Local DoD Civilian Employees (active or retired),
 - e) Contract Employees (active or retired),
 - f) Surviving Members of any of those listed above, and
- 2) Honorary Membership shall include:
 - a) The spouses of the Fort Bliss Senior Mission Command team,
 - b) The senior spouses of NCOLCoE, JMC, JTFN, 32nd, and 1AD Command Teams,
 - c) Gold Star Surviving Spouses,
 - d) Appointed FBSA Advisors and,
- 3) Thrift Shop Employees are eligible for membership.

Section 3. Membership Eligibility.

Persons eligible for membership in the FBSA shall be allowed to attend one regular general membership meeting as a guest. After that, membership is required for continued involvement. Persons not eligible for membership may attend one general membership meeting per year as a guest of a member. Exceptions may be approved by the President on a case-by-case basis. The President must notify the Reservations Coordinator of the approved exception before the guest may RSVP.

Section 4. Membership Termination.

Upon departure or Permanent Change of Station (PCS) of the member from the Fort Bliss area, membership may be terminated upon written request of the member.

Membership may also be retained for the remainder of the fiscal year but will not be renewed. Membership may be terminated by the FBSA Board of Directors and will be notified by the Membership chair:

- 1) If the conduct of a member is such as to bring discredit upon the FBSA
- 2) If a member fails to meet financial obligations to the FBSA within 30 days of notification of the obligation.

ARTICLE III: DUES AND FEES.

Section 1. Membership dues will be reviewed and established annually by the Board of Directors at the first board meeting.

Section 2. Annual dues are valid from June 1st through May 31st of the following year. After December 31st a prorated membership fee is available. **No dues are refundable.** Honorary Members must complete a membership application, even for free membership.

ARTICLE IV: DUTIES OF EXECUTIVE BOARD, BOARD OF DIRECTORS MEMBERS, AND ADVISORS

Section 1. Executive Board and Board of Director Responsibilities.

General responsibilities/duties of Executive Board and Board of Directors include but are not limited to:

- 1) Attending a minimum of six (6) meetings of the Executive Board and/or Board of Directors as appropriate to the position held and as directed by the President,
- 2) Attending Board training events,
- 3) Attending/chairing committee meetings,
- 4) Attending general membership meetings and special activities of the FBSA,
- 5) Fulfilling the responsibilities of their position,
- 6) Coordinating effectively with other Board of Directors members,
- 7) Complying with FBSA policies on funds obligation and reimbursement,
- 8) Volunteer one (1) hour a month at the Thrift Shop to be tracked by the Volunteer chair,
- 9) Submitting monthly reports as needed,
- 10) Review current SOP and submit any changes to the Parliamentarian for approval by the Executive Board,
- 11) Providing monthly submission to the newsletter editor as needed,
- 12) Submitting any proposed revisions to the current budget to the Treasurer by the December board meeting,
- 13) Preparing and submitting a budget for the position by the April board meeting,
- 14) Maintaining a continuity book containing at least the following items for submission to successor by the May board meeting:
 - a) Complete job description which reflects the overall responsibilities of the position and SOP,
 - b) Monthly reports,
 - c) Meeting minutes of the current board year

- d) After Action Reviews (AARs) that include revenues, expenditures, and all pertinent information related to their event(s) and/or position, and
- e) A copy of the Constitution and Bylaws (most current and signed).

Section 2. Contracts.

Only the President, First Vice-President, and Second Vice-President are authorized to enter into contracts on behalf of the FBSA.

Section 3. Advisors and Honorary Presidents.

Advisor(s), as set forth in Article III, Section 3 of the FBSA Constitution, shall advise, counsel, and assist the elected officers of the FBSA in the performance of their duties. The Advisor(s) may attend meetings of the Executive Board, the Board of Directors, and Standing Committees, and may provide guidance in all matters pertaining to the FBSA as set forth in Article III, Section 3 of the FBSA Constitution. The Advisor(s) shall be non-voting. In situations where the Constitution requires "consultation with an Advisor (or the Honorary President)", the final decision rests with the officer, committee chair, or designated voting group. Advisor(s) and the Honorary President(s) may not override or veto decisions. Advisor(s) will offer experience, suggestions, and guidance, but the decision-making power rests with the elected officers and the processes outlined in this document, and validated by the membership agreement.

Section 4. The Executive Board.

The Executive Board consists of the Honorary Presidents, Advisors, President, First Vice-President, Second Vice-President, Secretary, Marketing Chair, Treasurer, and Parliamentarian. The following are guidelines for each position. Executive Board members. In addition to the duties of the Board of Directors in Article IV, Sections 1 and 2, the following are guidelines for each position.

- 1) Honorary Presidents and Advisors.
 - a) The spouses of the Senior Mission Command Team of Fort Bliss shall be invited to serve as Honorary President(s) of the FBSA. The spouses of the Senior Mission Command team may appoint alternate senior spouses as the FBSA Honorary Presidents(s) to the Board. In the absence of the Senior Mission Command Team General's Spouse or CSM Spouse, the spouse of the next senior-ranking General Officer and/or the spouse of the next senior-ranking Command Sergeant Major will serve in their absence(s). The Honorary Presidents(s) shall appoint the Advisor(s) to the FBSA. The Honorary President(s) and all advisors will be non-voting members of the Board of Directors.
 - b) Advisor(s), as set forth in Article III, Section 3 of the FBSA Constitution, shall advise, counsel, and assist the elected officers of the FBSA in the performance of their duties. The Advisor(s) may attend meetings of the Executive Board, the Board of Directors, and Standing Committees, and may provide guidance in all matters pertaining to the FBSA as set forth in Article III, Section 3 of the FBSA Constitution.

- c) The Advisor(s) shall be non-voting. In situations where the Constitution requires “consultation with an Advisor (or the Honorary President)”, the final decision rests with the officer, committee chair, or designated voting group. Advisor(s) and the Honorary President(s) may not override or veto decisions. Advisor(s) will offer experience, suggestions, and guidance, but the decision-making power rests with the elected officers and the processes outlined in this document.
 - d) The Advisor(s) may be appointed each year by the Honorary President(s) in conjunction with the Elected President and will be asked to serve on the Executive and Governing Board without a board vote. The Advisor(s) assumes the duties of the Honorary President(s) in their temporary absence. Advisors may be appointed to serve in support of the 1st Vice President and 2nd Vice President positions.
 - e) The suggested Advisor roles should be offered to a senior spouse of the Command Teams of JTFN, JMC, 32ND, NCOLCoE, or 1AD. Ultimately the selection decision rests with the Honorary President and the President and they may choose someone outside of these units if the candidate is more qualified.
 - f) The Honorary President(s), and Advisor(s) shall meet with the President prior to the first Executive Board meeting to discuss goals and objectives for the year.
 - g) Invited to all FBSA Executive Board and Board meetings.
 - h) Serve in advisory capacity on any committees to include Constitution and Bylaws Review, Scholarships and Grants Committees, Nominating Committees, Rules Committees, and Executive Committee additionally, as requested.
 - i) Offer counsel, mentorship and coaching; advice concerning appropriate policy, guidelines, and liaise with the Installation and surrounding community.
 - j) Familiarize the successor with position responsibilities, when possible.
 - k) Advisors are responsible for creating and maintaining a continuity binder of monthly and annual progress, information, important notes and details to ensure successful and comprehensive transfer between advisors each year.
 - a) The advisor to the 1st VP with support from the Honorary President as needed, will offer guidance aligned with the 1st VP’s line of business to include the Membership Chair, Reservations Chair, Luncheons Chair, Vendor Coordinator, and Charitable Outreach Chair. Similarly, the advisor to the 2nd VP with support from the Honorary President as needed, will offer guidance aligned with the 2nd VP’s line of business to include the Grants Chair, Scholarship Chair, Retail Chair, Property Chair Volunteer Chair, and Operation Deploy Your Dress (ODYD).
- 2) President.
- a) Oversee the affairs and activities of the FBSA and the FBSA Thrift Shop,

- b) Collaborate with the Parliamentarian to call meetings and establish rules of order,
 - c) Serve as an ex-officio member of all committees except the Nominating Committee,
 - d) Ensure that all requirements for operation policy, to include those necessary to maintain the FBSA's status as a Private Organization within the US Army Garrison – Fort Bliss, are forwarded to the required approving authorities in a timely manner,
 - e) Conduct activities authorized by the FBSA Board of Directors,
 - f) Vote at committee meetings and during elections; however, at Executive Board and Board of Director meetings, only in the case of a tie,
 - g) Sign checks or co-sign for any check over \$250.00, as necessary,
 - h) Ensure all committees have a current Standard Operating Procedure (SOP),
 - i) Establish and maintain cooperative relationships and serves as a liaison between FBSA, the community on and off the installation, and other military family serving organizations,
 - j) Collaborates frequently with Thrift Shop and Gift Shop Manager; guides and develops Managers in their roles,
 - k) Ensure consistent and accurate information flow among all honorary members,
 - l) Serves as the Community Team Partner Representative during Team Bliss Senior Advisor meetings and ensures FBSA information is also shared with publicity and newsletter chairs.
- 3) First Vice President.
- a) Assume duties of the President in the absence of the President, and/or succeed to the Presidency upon vacancy due to Permanent Change of Station or resignation of the President at the direction of the Executive Board,
 - b) Assist President with standing committees and membership activities as needed,
 - c) Oversee Luncheons Committee,
 - d) Oversee Membership Chair, Reservations Chair, Luncheons Chair, Vendor Coordinator, and Charitable Outreach Chair positions,
 - e) Help coordinate efforts of the FBSA,
 - f) Collaborate with Special Activities Coordinator to establish and recruit special interest sub-clubs for membership participation,
 - g) Sign checks or co-sign for any check over \$250.00, as necessary, when acting in the absence of the President,
 - h) Serve on the Executive, Marketing, and Social Committees,
 - i) Manage and maintain an annual sponsorship roster (as a product of the Marketing Committee).
- 4) Second Vice President.
- a) Assume the duties of the President in the absence of both the President and First Vice President, and/or succeed to the Presidency upon vacancy due to

- Permanent Change of Station or resignation of the President at the direction of the Executive Board,
- b) Assist President with standing committees and membership activities as needed,
 - c) Oversee Retail Committee to ensure successful operations of the Thrift Shop and Gift Shop,
 - d) Oversee Community Grants and Scholarship Committees to ensure proper distribution of donations and grants,
 - e) Serve on the Executive, Finance, Community Grants and Scholarship, ODYD, and Retail Committees,
 - f) Coordinate with the Property Rental Chair and Operation Deploy Your Dress (ODYD) as needed.
- 5) Secretary.
- a) Record the minutes of all Executive Board, Board of Directors, Standing Committee, and General Membership meetings,
 - b) Submit final minutes to President and/or committee chairs no later than one week after the initial meeting,
 - c) Submit monthly board meeting minutes and financial statements to MWR annually,
 - d) Collaborate with Membership Coordinator and Historian as needed,
 - e) Check Post Office Box for mail twice a week and distribute mail accordingly,
 - f) Ensure current and full payment as well as postal signature cards of Post Office Box,
 - g) Serve on the Executive, Rules, and Constitution and Bylaws Review Committees,
 - h) Ensure all Board of Directors sign the Confidentiality Agreement Form stating that it is within the Bylaws/Constitution to ensure the privacy of important information is not discussed outside the general board and this is signed by all board members. ,
 - i) Create and maintain a board meeting attendance tracker,
 - j) Maintain Google docs for the benefit of the board members, all SOPs, board Rosters, attendance spreadsheet, and board matrix.
- 6) Marketing Chair.
- a) Chair Marketing Committee,
 - b) Collaborate with Special Activities Chair,
 - c) Collaborate with Publicity Chair to create and implement successful annual publicity campaign,
 - d) Serve on the Executive Board,
 - e) Work with 1st VP to develop an annual sponsorship roster (a product of the marketing committee).
 - f) Collaborate with the Volunteer Chair to recruit volunteers for FBSA fundraisers, luncheons, and any other events that the FBSA is involved with,

- to ensure volunteer engagement of the FBSA membership and Board of Directors,
- g) Serve as the alternate Volunteer Management Information System (VMIS) Organizational Point of Contact (OPOC) of the FBSA,
 - h) Coordinate with Social Media Chair to maintain and utilize social media to engage FBSA membership, the FBSA Thrift Shop, and Gift shop,
 - i) Coordinate with the Historian and Newsletter chair.
- 7) Treasurer.
- a) Along with the President, work with the bookkeeper as necessary to ensure proper accounting of all FBSA fiscal functions,
 - b) Obtain bonding annually for all persons named on bank accounts,
 - c) Ensure the FBSA has liability and property insurance,
 - d) Collect monthly financial statements,
 - e) Obtain a second authorized signature on any check in any amount over \$250.00,
 - f) Oversee the Finance Committee and present monthly financial statements,
 - g) Prepare monthly Board Report,
 - h) Present monthly financials and report to Board of Directors,
 - i) Ensure all end of year financial reviews and audits are completed,
 - j) Submit monthly financial statements to Secretary to ensure timely submittal to MWR,
 - k) Serve on the Executive, Retail, Community Grants, Scholarship, Finance, and Constitution and Bylaws Review Committees.
 - l) Ensuring that the Thrift Shop account will have \$50,000 minimum in the Thrift Shop bank account to ensure 6 months operating expenses, and \$15,000 to ensure 12 months of operating costs,
 - m) Require a receipt within 45 days for reimbursement on any approved purchase.
- 8) Parliamentarian.
- a) Enforce parliamentary procedures at all Executive Board, Board of Directors, and General Membership meetings, and any other meetings as requested by committee chairs,
 - b) Serve as a non-voting member of the Executive Board, unless it is a ballot vote,
 - c) Oversee the Constitution and Bylaws Review Committee, which is responsible for reviewing amendments to the constitution and bylaws,
 - d) Oversee the Nominating Committee,
 - e) Arrange and conduct all elections and voting,
 - f) Serve on the Executive, Nominating, and Constitution and Bylaws Review Committees,
 - g) Plan, coordinate and invite participants for the induction ceremony of outgoing and incoming board members.

Section 5. Standing Committees.

Standing Committees may be created, changed, or abolished at the discretion of the President with the approval of a majority vote of the Board of Directors. Each Standing Committee Chair shall have one vote on the Board of Directors, and each chair, or their designee, shall attend all Board of Directors and General Membership meetings. In addition to the duties of the Board of Directors in Article III, Section 1, it shall be the duties of Standing Committee Chairs to adhere to, or develop as necessary, a Standard Operating Procedure (SOP) for their committee. Chairs may create subcommittees to accomplish committee work. Subcommittee activities which fall under a specific Standing Committee Chair, remain the responsibility of that Standing Committee Chair. The Members-at-Large and/or alternate members of the Finance, Community Grants, Scholarship, Retail, and Constitution and Bylaws Review Committees shall be approved and/or appointed by the President in consultation with the FBSA Advisor.

- 1) Finance Committee - the Finance Committee is headed by the Treasurer. In addition to the Finance Committee Chair, the committee will include the Second Vice-President, Treasurer, and three Members-at-Large. The committee is responsible for sound fiscal management of the FBSA to include a monthly review of the financial statements.
- 2) Marketing Committee – the Marketing Committee is headed by the Marketing Chair and will be composed of the First Vice-President, Publicity, and Volunteer Chair in addition to two Members-at-Large. The committee is charged with creating and maintaining other streams of revenue aside from the Thrift Shop and shall create a sponsorship roster (to be maintained and updated by the 1st VP). The committee will create and implement an annual marketing campaign and oversee the historian and newsletter.
- 3) Community Grants Committee – the Community Grants Committee is headed by the Community Grants Chair and will report to the Second Vice-President. In addition to the Community Grants Chair, the committee will consist of the Second Vice-President, Treasurer, Retail Chair, an Advisor, and three Members-at-Large. The committee is responsible for publicizing, collecting, and reviewing grant requests during the board year for monthly distribution.
- 4) Scholarship Committee – the Scholarship Committee is headed by the Scholarship Chair and will report to the Second Vice-President. In addition to the Scholarship Committee Chair it will consist of the Treasurer, an Advisor, and three Members-at-Large. The committee is responsible for recruitment and review of applicants and awarding of scholarships. It will ensure that no person with a fiduciary relationship (direct supervisor/subordinate, parent, close family member, or guardian) to any applicant or committee member serves on the selection panel or committee. Will coordinate location, seating, invitations, presentation of scholarships for the award ceremony, to include finalizing any

additional details, photographer or historian, community partners and Honorary Presidents. Will also coordinate with the FBSA president to hand out awards.

- 5) Retail Committee – The Retail Committee is headed by the Retail Chair and will report to the Second Vice-President. In addition to the Retail Committee Chair, it will consist of the President, Second Vice-President, Advisor, Treasurer, Coordinator, and two Members-at-Large. The committee is responsible for ensuring the FBSA Thrift Shop and Gift shop is run efficiently and in accordance with Federal, State, and local laws. They are responsible for the planning, implementation, and management of profitable business practices. The chair will keep an updated copy of the SOPs for both the Thrift Store and Little Bit of Bliss Gift shop and coordinates with the Secretary to keep it updated in the Shared Docs folder. Hires, trains and mentors Thrift shop employees and gives a performance evaluation every 6 months. They also work with Vendor Coordinator to recruit new vendors for Gift Shop.
- 6) Luncheons Committee – the Luncheons Committee will report to the First Vice-President and be headed by the Social Committee Chair. In addition to the Social Committee Chair, the committee will include the First Vice-President, Reservation and Membership representatives, and no more than two Members-at-Large. The committee is responsible for planning and executing General Membership luncheons.
- 7) Operation Deploy Your Dress (ODYD) – the ODYD Committee will report to the Second Vice-President and is run by the ODYD Committee Chair. In addition to the ODYD Committee Chair, the Committee will consist of the President, Second Vice-President, Volunteer Coordinator, and no more than two Members-at-Large. The committee is responsible for planning and executing all ODYD events, ODYD on Fort Bliss is not an extension of the National ODYD Program; it is a standing committee of FBSA. Will maintain the ODYD SOP and share updates with the secretary to post in Google docs.
- 8) Nominating Committee – This committee is headed by the Parliamentarian to ensure a smooth transition at the close of each year. The committee will include the Parliamentarian, Secretary, Advisor, and one non-Executive Board member. The committee is responsible to identifying, contacting and coordinating the elected and non-elected members of the Executive Board and Board of Directors for the following FBSA season as outlined in Article VII, Section 2 of the bylaws.
- 9) Constitution And Bylaws Review Committee – This Committee is headed by the Parliamentarian. The committee will include the President, Secretary, Advisor, and one non-Executive Board member. The committee will be responsible for the amendment process with respect to the constitution and bylaws of the club. The committee will meet prior to the fall, every two years from the last date of the previous Bylaw review, to review amendments to the bylaws and every five

years from the last Constitution review date, to review amendments to the constitution. This committee is directed by the FBSA Constitution, Article VII, Section 2, and Bylaws Article IX, Section 1.

Section 6. Board of Directors (Chairs).

In addition to the duties of the Board of Directors in Article IV, Section 1, it shall be the duties to:

- 1) Historian.
 - a) Coordinate with the Secretary as necessary and maintain a photographic record of the FBSA events to include preparing a photo book to remain with the FBSA.
 - b) Record the history of the board through the use of photography and scrapbooks, submit photographs to the FBSA Website, and Google docs for the publication of photos online and share photographs to the FBSA Facebook page.
 - c) Assemble and maintain 3 photo books; one covering the year's events for the club; one covering the year's events for the President, one covering the Tour of Homes or any large special event, for the club; Present scrapbooks to the President at the year end General Membership Function and retain one for the FBSA Files. Photo books will be displayed at the FBSA General Membership luncheons.
 - d) Coordinate the annual Board picture and individual photos of board members for the website. Turn in camera to the incoming President 2 weeks prior to the end of the board year.
 - e) Maintain FBSA's digital camera for use fulfilling obligations.
 - f) Submit volunteer hours to the Volunteer Chair monthly.
 - g) Work with marketing committee to utilize photos from marketing purposes throughout the year.

- 2) Membership Chair.
 - a) Report to the First Vice-President as needed.
 - b) Plan and conduct an annual membership drive and then compile and maintain an accurate Membership Directory.
 - c) Serve on the Luncheons Committee. Review and update Membership Application Form as needed with the approval of the Executive Board.
 - d) Prepare and distribute a renewal letter and membership application form to previous year's membership.
 - e) Oversee membership sign-up at the September Newcomers Activities/Sign-up and monthly events.
 - f) Purchase membership gifts.
 - g) Promote a mid-year mini membership drive.
 - h) Collect membership dues and turn over dues to the Treasurer within 3 days.
 - i) Compile and maintain a complete and accurate membership list.

- j) Supply an up-to-date membership roster no later than the February Board meeting to the Parliamentarian for use by the Nominating Committee.
- 3) Property Rental Chair.
- a) Maintain an up-to-date inventory of the FBSA property and supervise storage, maintenance, and rental of all rental property.
- 4) Publicity Chair.
- a) Create and disseminate all public relations activities of the FBSA to the appropriate agencies in coordination of advancing the FBSA marketing plan.
 - b) Coordinate efforts of publicizing FBSA efforts via social media and serve on the Marketing Committee.
 - c) Work with newsletter chair to share marketing products created by Marketing Committee.
 - d) Responsible for keeping the FBSA, Twitter, Instagram, website and Facebook page up to date, and making it easy to follow and find information.
 - e) Act as the co-admin, along with the President for all luncheon media accounts; should coordinate with all other board members to receive regular and current flyers.
 - f) Work with the Marketing Chair and Historian to provide updated information and images of FBSA events, endeavors and donations.
 - g) Maintain a Social Media book that will include passwords, board reports, AARs and other pertinent documents.
 - h) Coordinate with all other board members to receive regular and current flyers.
- 5) Reservations Chair.
- a) In addition to serving on the Luncheons Committee, will accept and track the reservations and cancellations for FBSA events.
 - b) Provide nametags for members to use at General Membership meetings. Make nametags for the members, and bring to each event.
 - c) Publish reservation policy and provide it to the Board of Directors.
 - d) Receive reservations for all functions requiring them and notify the 1st Vice President of reservation numbers on deadline day so notification can be given to the facility.
 - e) Arrive early for the monthly functions in order to check-in reservations and collect money.
 - f) Collect all monies from such functions and turn such monies over to the Treasurer immediately.
 - g) Persons who make reservations and do not attend or have not cancelled by the deadline. If payment is not made within 30 days of the reservation deadline, membership will be suspended until payment is made.
 - h) Notify persons that have made 3 reservations and do not attend or have not cancelled by the deadline, that membership is terminated. The President shall be notified of such suspension and termination.

- 6) Special Activities Chair.
 - a) Co-Create and recruit leaders for FBSA sub-clubs. Act as liaison between the sub-club leaders and the FBSA Board.
 - b) Serve as an admin on each sub-club Facebook group. Add sub-club leader as a moderator and assist leader in adding FBSA members to the Facebook groups. Remove old sub-club leaders and add new special activities chair at the end of each year.
 - c) Provide sub-club leaders with a welcome email, Sub-Club SOP, and initial rosters to their sub-club.
 - d) Gather monthly sub-club meeting information from leaders and provide it to Newsletter Chair and Publicity Chair.
 - e) Reports to the 1st VP,
 - f) Coordinates with the 1VP as needed in addition to serving as a liaison between the Board of Directors and Sub-club Points-of-Contact (POCs).

- 7) Volunteer Chair.
 - a) Serve as the Organization Point of Contact (OPOC) and monitor and update the Volunteer Information Management System (VMIS) as needed for all the FBSA volunteers.
 - b) Recruit and schedule volunteers for various events that the FBSA hosts or votes to support.
 - c) Supply an up-to-date standing of volunteer hours to the Executive Board quarterly. Submit a Volunteer of the Quarter nomination to the FBSA and ACS Volunteer Program coordinator.
 - d) Coordinate planning of the end of the year Volunteer Recognition Ceremony with the 1st Vice President.
 - e) Serve on Marketing Committee.

- 8) Newsletter Chair.
 - a) Responsible for a monthly FBSA e-publication which will include information regarding upcoming events, luncheons, fundraisers, etc. and other news within the Association. The newsletter will be e-mailed to members and posted to the website.
 - b) Work with publicity to share marketing products created by marketing committee.

- 9) Vendor Coordinator - Manages the vendors present at all FBSA events and luncheons. Works in conjunction with marketing to advertise for vendors, reservations for event rosters, and luncheon chair for event planning.

- 5) Tour of Homes Chair - Coordinate the Tour of Homes (spring) fundraiser. This includes finding families to display their homes, making pamphlets, and arranging volunteers.

- 6) Retail Chair.
 - a) The manager of the Fort Bliss Thrift Shop is appointed to serve as the Retail Chair on the Board of Directors.
 - b) The Retail Chair acts as a liaison for the Fort Bliss Spouses' Association and the Fort Bliss Thrift Shop and is a non-voting member on the Board of Directors.
 - c) Oversees the Retail Committee.
 - d) Coordinate for A Little Bit of Bliss to be at FBSA Socials and events.
 - e) The Retail Chair is not required to pay dues; however, they may choose to do so at their discretion.

- 7) Charitable Outreach Chair.
 - a) Create and organize a monthly charities list to use throughout the year,
 - b) Determine monthly goal(s) for donation items.
 - c) Correspond with selected charities each month for desired donations/volunteer opportunities.
 - d) Relay information to publicity/marketing/social media/and newsletter coordinators as requested.
 - e) Maintain collection bin at thrift shop and monthly luncheons.
 - f) Collect and deliver donations to charity each month (coordinate with historian and newsletter for photo) a picture of donations or handoff for social media/newsletter).

- 8) Community Grants Chair.
 - a) Oversee community grants committee.
 - b) Review monthly grant applications to eligibility.
 - c) Present committee recommendations to the board of directors based on feedback from committee.
 - d) Coordinate with historian and newsletter chairs for documenting check presentation.
 - e) Coordinate with treasurer for timely distribution of awards to grant recipients.

- 9) Operation Deploy Your Dress Chair (ODYD) – Under the direction and guidance of the Executive Board and 2nd VP, oversee the Fort Bliss chapter of ODYD. This includes the organization of community and organized unit dress events. Adhere to appropriate guidance from national organization.

- 10) Scholarship Chair.
 - f) Oversee scholarship committee.
 - g) Review all community applications for eligibility.
 - h) Present committee recommendations to the board of directors based on feedback from committee.

- i) Coordinate with marketing chair for annual scholarship presentation event; include historian and newsletter chairs for documenting award presentations.
- j) Coordinate with treasurer for timely distribution of awards to scholarship recipients.

11) Luncheons Chair.

- a) Determine annual lunch themes and dates.
- b) Plan and execute monthly luncheon events to include programs, menu selections, decorations, opportunity drawings, and set up/clean up.
- c) Coordinate with the membership/reservations chair(s), marketing/publicity chair(s), treasurer, and vendor coordinator in preparation for monthly luncheon events.

12) Winter Fundraiser Chair - Coordinate winter fundraising event. This includes planning and executing a holiday themed luncheon event and auction in conjunction with the 1st VP and Luncheons Chair.

13) Flocking Chair - Coordinate fundraising activities specific to “flocking” yards.

ARTICLE V: BOARD VACANCIES

Section 1: Removal of an Executive Board and/or Board of Directors Member.

- 1) All Board of Directors Members must be a regular member of the FBSA. Elected or appointed Board of Directors Members may be removed from the board for failure to pay membership dues by their first Board of Directors meeting.
- 2) Elected and appointed board members may be dismissed for any or all of the following:
 - a) Bringing discredit upon the US Army, Fort Bliss, FBSA, or the Board of Directors,
 - b) Unexcused absences from two (2) sequential Board or General Membership meetings,
 - c) Failure to fulfill the responsibilities of their position, or
 - d) Failure to pay membership dues by or at the first Board of Directors meeting.
 - e) Appointed board members may be dismissed from the Board of Directors by the President in consultation with the Executive Committee and the Advisor(s).
- 3) Dismissal of an elected board member requires Presidential and Advisor concurrence and approval by a two-thirds (2/3) vote of the Board of Directors.

Section 2: Filling a Vacancy on the Executive Board and/or Board of Directors.

- 1) A vacancy in an appointed or elected board position will be filled by appointment of a new Board of Directors member by the President.
- 2) In the vacancy of the President, if the First Vice and Second Vice decline to accept the position, the Honorary President and the Advisor(s) will appoint a temporary President until the Parliamentarian can call a special election.

ARTICLE VI: ELECTIONS

Section 1. Position Terms.

No member shall be elected to the same Executive Board or Board of Directors position for more than two consecutive terms. However, in the event that following the Nominating Committee's due diligence, no interested, qualified candidate expresses interest for a particular Executive Board position, an officer may serve an additional term with the approval of the Honorary President upon the recommendation of an Advisor. All candidates to the Executive Board must reside in the El Paso/Fort Bliss during the Board Year to compete for the position.

Section 2. The Nominating Committee.

- 1) The Parliamentarian shall chair the Nominating Committee. If the Parliamentarian is interested in serving in an Executive Board position, they will appoint someone to serve as the chair. The chair will keep the Parliamentarian apprised of the committee's progress and will consult the Parliamentarian with questions regarding procedure. In the absence of the Parliamentarian, the President will appoint a temporary replacement.
- 2) The Nominating Committee will consist of the Parliamentarian (or alternate chair), the Honorary President, Advisor, and no fewer than two FBSA members appointed by the Advisor in consultation with the Honorary President and Parliamentarian. Members of the Nominating Committee may be currently serving board members, but they may not be considered for an elected position for the upcoming Executive Board. Before beginning committee meetings and throughout the process, the Honorary President, Advisor, and Parliamentarian will consult with the sitting President regarding needs of the Executive Board for the upcoming year.
- 3) In January the identities of the members of the Nominating Committee will be made known to the General Membership. Membership may then contact the committee if they are interested in serving on the Executive Board. Nominations will be taken and shared within the committee.
- 4) The Nominating Committee will create a slate of nominees for the elected board positions according to the procedures outlined in the Nominating Committee SOP and present it to the General Membership one month prior to elections. Members may submit "write-in" nominations to the Parliamentarian up to two weeks prior to the General Membership meeting when elections are performed. The Parliamentarian will confirm the "write-in" nominee's interest in the position and then add him/her to the ballot.
- 5) Voting is by written ballot only. Exceptions can be made to use an E-voting application in the event in person voting is not possible. The chair of the Nominations Committee instructs the General Membership on how to cast their vote prior to ballots being handed out. Ballots must be accounted for and verified and match the eligible voting members list at the beginning of the General Membership meeting upon completion of the instructions by the chair of

the Nominations Committee. Eligible voting members are members in good standing with the FBSA.

- 6) Once every ballot has been cast the chair of the Nominations Committee announces that the polls are closed. Ballots are counted in a separate room by the chair of the Nominations Committee, the Advisor, and a member-at-large. After counting, a written election report is generated stating the number of eligible voters, number of votes required for the election (majority), number of votes cast, and number of votes received per person on the ballot. This report is given to the secretary and attached to the meeting minutes and will be available to anyone that inquires. If no majority is reached, the President announces it is a tie and a revote is conducted. Re-voting continues until a majority is reached.
- 7) The newly elected Executive Board will be installed at the May General Membership meeting. The newly installed board will begin service on June 1st and remain in office until May 31st of the following year.
- 8) As part of the nominating process, the Parliamentarian, in consultation with the Nominating Committee, will solicit members interested in the appointed board positions. If a member expresses interest in an appointed board position, the Parliamentarian will share that expressed interest with the newly elected President for her/his consideration. The Parliamentarian will not offer any position, as it is the newly elected President's prerogative to appoint each member of the Board of Directors.
- 9) Proxy voting is not authorized in General Membership meetings; proxy voting is authorized in Board meetings only per Article VII of the Bylaws.

ARTICLE VII: MEETINGS/QUORUMS, VOTING, AND AUDITS

Section 1: The Executive Board.

- 1) The Executive Board shall meet at the call of the President. Three members of the Executive Board shall constitute a quorum, and decisions require a simple majority to pass.
- 2) FBSA pays for childcare through Fort Bliss CYSS services for committee members for the duration of the executive Committee meeting plus fifteen (15) minutes travel time before and after the meeting. When using personal childcare, rates of payments will be equal to the rate for the CYSS services, not to exceed 3 hours.

Section 2: Board of Directors.

- 1) The Board of Directors shall meet monthly and/or at the call of the President. A quorum for board meetings is met when the number of voting board members present is a simple majority of the number of board members eligible to vote. All decisions of the board shall be made by simple majority vote of those members present. Board members who serve in two appointed positions concurrently may only vote once. Committees with co-chairs may enter only one vote.

- 2) FBSA pays for childcare through Fort Bliss CYSS services for board members for the duration of the board meeting plus fifteen (15) minutes travel time before and after the meeting, not to exceed 3 hours.

Section 3. General Membership.

- 1) General Membership meetings will be held on a monthly basis as determined by the board. The members present will constitute a quorum; decisions of the membership require a simple majority to pass.
- 2) Childcare **WILL NOT BE** provided for General Membership meetings; however, a voucher may be obtained at the meeting to allow the member to pay a reduced fee at Fort Bliss CYSS services, if your board position requires you to attend.
- 3) Special meetings of the membership may be called at any time upon request of the board (through motion made, seconded, and carried by the board), or by written petition of ten (10) percent of the general members.
- 4) Notice of general membership or special meetings, stating the principal nature of the business to be conducted, shall be given through one or more means of communication, as chosen by the board, at least seven (7) days prior to meeting.
- 5) The minutes approved at the most recent board meetings shall be available to the General Membership by request.
- 6) Non-voting members of the Executive Board or Board of Directors (President, Honorary Presidents, Advisors, Parliamentarian, and Retail Chair) are authorized to vote in general membership polls upon payment of membership dues.

Section 4. Committees.

Within committees, decisions may be made by official vote or consensus. For a decision to be final to move forward to the Board of Directors, the chairperson, President, (or designee), and at least one Member-at-Large must be present at the meeting. The Advisor(s) may choose to attend committee meetings or to be available for consultation by phone, etc.

Section 5. Voting.

- 1) Voting at board, general, and special committee meeting shall be by show of hands, written ballot, or voice vote of the members present. Simple majority of the eligible voting members present will be required for approval of any motion. The Parliamentarian determines which voting method is to be used, unless specified in this Constitution and/or Bylaws. In consultation with, or if requested by the President, the Parliamentarian may call for an evote, in accordance with established evote procedures detailed below.
- 2) If a voting board member is unable to attend a board meeting, they may appoint a proxy to vote on his/her behalf. Board members must notify the Parliamentarian in writing (email is acceptable) of the name of the proxy at least 24 hours before the board meeting. At the start of the new business section (before voting begins) the Parliamentarian will read the proxies' names and for whom they are voting to be recorded into the minutes. Written notifications (printed copy of email) will be given to the Secretary to be attached to the

minutes. For a decision to be final to move forward to the Board of Directors; the chairperson, President, (or designee), and at least one Member-at-Large must be present at the meeting.

Section 6. E-voting.

1. E-vote procedures: In the event that a vote must be held before the next regularly occurring meeting of the voting group (board or general membership), an e-vote may be held through the following procedure:
 - a) A member will email the motion to the Parliamentarian and President. The Parliamentarian will forward the motion and its second motion to the entire voting group and open the motion for discussion. If the issue is of such importance that an e-vote is necessary, the President, Parliamentarian, and member making the motion should have already discussed and ensured that a second is offered to speed up the process.) The Parliamentarian will inform members of the discussion time period.
 - b) Members will email any discussion directly to the Parliamentarian only. (If a member emails their vote at this time it will be considered an official vote).
 - c) The Parliamentarian will forward all discussion points to the entire voting group.
 - d) At the conclusion of the discussion period, the Parliamentarian will call for votes.
 - e) The number of votes submitted constitutes quorum in a vote by General Membership. In a vote of the Board of Directors, the quorum rules of the Board of Directors meetings apply.
 - f) The Parliamentarian notifies the President, the maker of the motion, and the voting group of the results of the vote.
 - g) At the next regularly scheduled Board of Directors meeting the Parliamentarian will read the results of the vote so that they may be entered into the official minutes.
 - h) The Parliamentarian will make emails containing discussion points or votes available for any requesting member's review until entered into the official minutes.

Section 7. Auditing.

A review of the financial statements by an independent third party shall be conducted annually and coordinated by the Treasurer in conjunction with the President and Retail Chair. A copy will be submitted to the Board by 1 October of the following fiscal year. The most current financial statement and a copy of the tax-identification number will be submitted to MWR (Private Organizations) with the request for continuance (Article II, Section 5) every two years. The FBSA will abide by all tax laws established by local, state, and federal authorities.

ARTICLE VIII: FBSA THRIFT SHOP

Section 1: Thrift Shop.

- 1) The Thrift Shop exists to:

- a) Benefit the Fort Bliss and Greater El Paso communities through returning a portion of the proceeds to the community through FBSA scholarships and grants,
 - b) Accept donated items, which are sold as FBSA property, and
 - c) Promote community volunteerism through its primarily volunteer workforce.
- 2) In accordance with Texas Employment Law At-Will Doctrine, the FBSA is an At-Will Employer. All employees will sign an offer of employment acknowledging their understanding of this status. Creation and elimination of paid staff positions is at the discretion of the FBSA Board of Directors.
 - 3) Paid employee roster, job descriptions, and salary details are outlined in the shop's SOP.
 - 4) FBSA pays for a limited number of childcare hours for Thrift Shop volunteers. Specific number of hours is detailed in the shop's SOP.

Section 2: Consignments.

Consignment checks that are not picked up within 90 days will be donated to the Community Giving Fund.

ARTICLE IX: BYLAWS APPROVAL, AMENDMENTS, AND ADOPTION

Section 1. Constitution and Bylaws Review Committee.

A meeting of the Constitution and Bylaws Review Committee will be called by the Parliamentarian at the direction of the President, to review the Constitution and Bylaws, using the last signed bylaw review date. The Parliamentarian will present the proposed changes to the Board of Directors and upon board approval, to the General Membership.

Section 2: Amendment Process.

- 1) The amendment process may be used to add new information to the Bylaws or alter previous amendments. Changes to content of the body of the existing document may only be made during a review of the entire document.
- 2) The amendment becomes effective by approval of two-thirds (2/3) of the Board of Directors at a regularly scheduled meeting or by special vote called by the President, and by a majority of members present at a General membership or special meeting.
- 3) In the course of the next Bylaws review, the committee may choose to add the information contained in the amendment(s) to the body of the document. If the committee determines instead to leave the information in the content of an amendment, it remains alterable through the amendment process.

Section 3: Adoption of Approved Changes.

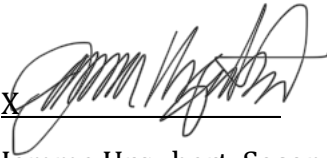
- 1) The adoption of an amendment to the FBSA Bylaws becomes effective by approval of two-thirds (2/3) of the Board of Directors at a regularly scheduled meeting or by special vote called by the President, and by a majority of members present at a General Membership or special meeting.
- 2) These Bylaws shall then supersede all previous Bylaws and amendments. Specific agreements and contracts entered into under the terms of previous

Bylaws will remain in force until such terms of agreements or contracts shall have reached their expiration dates.

These bylaws were approved by the Board of Directors on Nov 30, 2021 and by the General Membership through e-vote on Jan 18, 2022. In witness thereof, the following affix their signatures:

X Dania Bandas

Dania Bandas, President

X 
Jemma Urquhart

Jemma Urquhart, Second Vice President

X Helena Ota

Helena Ota, Parliamentarian

X Colleen Rhoads

Colleen Rhoads, Secretary

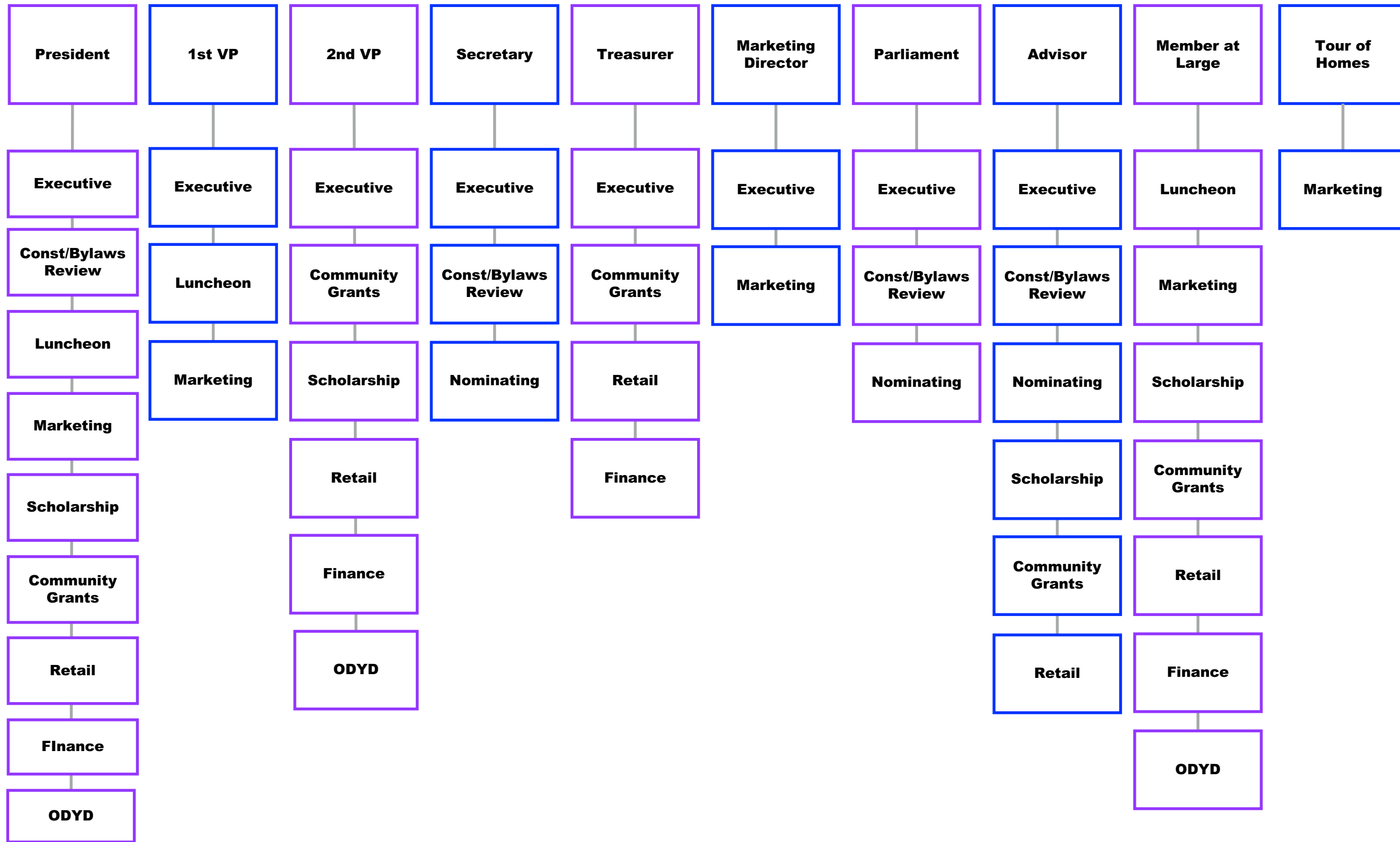
APPENDIX A: FBSA COMMITTEES MATRIX

The Committees Matrix is an exhaustive list of each committee found within the Fort Bliss Spouses' Association Constitution and Bylaws. The Committees Matrix clearly displays which board position is represented within each committee as outlined in the FBSA Constitution and Bylaws.

APPENDIX B: FBSA COMMITTEES MATRIX BY BOARD POSITION

The Committees Matrix by Board Position is a detailed list of which committee(s) a specified board position is a representative on, and is expected to serve at a minimum, as outlined within the Fort Bliss Spouses' Association Constitution and Bylaws.

FBSA Committees Matrix By Board Position



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